

BOOKMOBILE DIRECTOR

823

DEPARTMENT: Library

NATURE OF WORK:

Under the supervision of the Assistant Library Director, the Bookmobile Director develops and provides mobile services to the residents of Williamsburg and James City County which includes driving the bookmobile and supervising its maintenance, performing general circulation duties, selecting material for the bookmobile collection, planning, developing, and executing bookmobile policies, services and programs, providing reference and reader's advisory service to bookmobile patrons, and promoting library services throughout the service area as a traveling public relations person. The Bookmobile Director is responsible for supervising the Library Assistants (Bookmobile). Participates in the planning and evaluation of programs, services, and goals for the entire library through the management ensemble team and other committees.

ESSENTIAL FUNCTIONS OF THE JOB:

Plans, develops, administers, and implements bookmobile policies, services and programs.

Hires, trains, supervises and evaluates the Bookmobile Assistants.

Assists patrons in finding the information and materials they need from both the bookmobile's and the library's collections, providing reference and reader's advisory service using print and electronic resources.

Hires, trains, supervises, and evaluates the bookmobile staff; trains and supervises bookmobile volunteers.

Plans, develops, and executes bookmobile schedules.

Drives the bookmobile and provides routine maintenance; monitors the maintenance of the bookmobile.

Keeps circulation and attendance records; performs routine circulation functions: registration, upgrading, deleting, and changing status of material, resolving problem records, and downloading circulation statistics.

Prepares and conducts neighborhood storytimes and other special programs.

Selects material for purchase for the bookmobile; weeds the bookmobile collection.

Develops policies and procedures for the operation of the bookmobile.

Participates in library-wide planning and decision making as member of the library management team.

Performs other related duties as required.

JOB LOCATION AND EQUIPMENT OPERATED:

The job is performed throughout the Williamsburg, James City County, and York County areas.

Administers work typically driving the bookmobile, with frequent walking, medium to heavy lifting and other related physical activities; operation of an oversized motor vehicle is required. Bookmobile, telxon, computer, film projector, VCR, and other office equipment as required. Regular contact is made with employees and the general public.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Broad knowledge of adult and children's literature.

Ability to drive an oversize vehicle.

Ability to handle and perform routine maintenance on the bookmobile.

Ability to interact and communicate with children, teenagers, and adults in a pleasant and effective manner.

Ability to establish and maintain effective working relationships with library patrons and fellow staff members.

Ability to work independently.

Ability to plan, organize and present daily work, library programs such as storytimes, and special projects.

MINIMUM REQUIREMENTS:

Masters in Library Science degree, or equivalent training and experience. Valid Virginia driver's license and an excellent driving record required. Public library experience desirable. Supervisory experience preferred.

NECESSARY SPECIAL QUALIFICATIONS:

Valid Virginia driver's license.

Excellent driving record to be verified each year.

Requires the ability to travel among various library sites.

IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title Bookmobile Director
Department Williamsburg Regional Library

Position Number 823
Division Bookmobile

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. Mental Abilities: General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- ☒ Ability to understand and follow oral instruction
- ☒ Ability to understand and follow written instruction
- ☒ Ability to guide and/or give instructions
- ☒ Ability to make decisions in accordance with established procedures and policies
- ☐ Not essential to job function

II. Verbal Abilities: Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- ☒ Answering telephone, radio, or switchboard
- ☒ Communicating with County officials
- ☒ Communicating with general public
- ☒ Communicating with vendors
- ☒ Communicating with supervisors and/or with other employees
- ☒ Communicating with others people with disabilities
- ☐ Not essential to job function

2. Hearing/Listening:

- ☒ For communication with County officials, public, vendors, supervisors and/or other employees
- ☐ Not essential to job function

3. Reading: (ability to read and understand text)

- ☒ Essential to job function
- ☐ Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- ☒ Ability to mentally perform accurate two digit calculations
- ☒ Ability to perform accurate calculations aided
by a calculator, adding machine or measurement device
- ☐ Not essential to job function

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- ☒ Essential function
- ☐ Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|---|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input checked="" type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input checked="" type="checkbox"/> Use radio/console | <input checked="" type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input checked="" type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input checked="" type="checkbox"/> Other: <u>handicap lift and driving</u> |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- ☒ Essential to job function
- ☐ Not essential to job function

Explain: Crafts (cutting), finger plays, puppets

VI. Physical Demands:

1. Strength: The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift				✓				✓	
Push/Pull						✓		✓	
Hold/Carry				✓				✓	

Manipulation done from: ☐ ground to waist ☒ waist level ☒ waist to shoulder ☒ above shoulder
(Check all that apply)

Not essential to job function: ☐ Lift ☐ Push/Pull ☐ Hold/Carry (Check all that apply)

2. Climbing: To move up or mount by using the hands or feet.

Ladders

Stairways

Steps

- | | | | |
|--|--|--|------------------------------|
| <input checked="" type="checkbox"/> | Step stool | <input type="checkbox"/> 1 flight | <input type="checkbox"/> 1-2 |
| <input type="checkbox"/> 8' to 10' step ladder | <input type="checkbox"/> 2 flights | <input type="checkbox"/> 2-3 | |
| <input type="checkbox"/> Extension ladder | <input checked="" type="checkbox"/> 3 or more flights | <input checked="" type="checkbox"/> 3-4 | |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ | |
| <input type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function | |

3. Ability to Stand, Sit, Walk, and Run:

Please check (✓) in appropriate boxes below.

Duration (hours/day)							Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
Stand	✓								✓
Sit		✓						✓	
Walk	✓							✓	
Run	✓						✓		

If walking or running, over what type of terrain? ☐ flat ☐ rough ☒ both

Not essential to job function: ☐ Stand ☐ Sit ☐ Walk ☐ Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and/or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- ☐ 0-5x ☐ 5-20x ☒ 20-50x ☐ 50+x
☐ Other _____ ☐ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- ☐ 0-5x ☐ 5-20x ☒ 20-50x ☐ 50+x
☐ Other _____ ☐ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- ☒ Peripheral vision
☒ Night vision
☒ Focus (distinctness or clarity)
☒ Color perception (discriminate between colors)
☒ Depth perception (determine distance relationship between objects)
☐ Not essential to job function

VII. *Driving:* The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (list) _____			

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